LSTA SUB-GRANT PROJECT APPLICATION FORM INSTRUCTIONS
LIBRARY SERVICES & TECHNOLOGY ACT (LSTA) – PL 108-81, AS AMENDED
FFY 2006 PROGRAM FUNDS – SOUTH CAROLINA STATE LIBRARY
Submit (2) paper copies with original signatures to the LSTA Project Coordinator

Library Development Services Consultants are available to assist public library applicants. Contact Felicia Vereen, Director, Library Development Services (Email feliciav@leo.scsl.state.sc.us).

Part I: Project Application Form

I.   **Sub-Grant Project Title.** Indicate the title you have given to your project.
II.   **Name, Address telephone number and E-mail** of (a) Applicant (b) Project Administrator (c) Fiscal Officer (**NOTE:** *Applicant is the library, agency, organization or other qualifying institution submitting the proposal.*)
III.   **Congressional District(s)** served by the project.
IV.   **Number of persons targeted for service.** This is the potential population to be reached. Calculate the estimated percentage and provide the likely number of people to be impacted by your project. DO NOT cite the entire population of a county, town, or state.
V.   **Evaluation Methods.** Please indicate evaluation process or processes that will be used to document the success of the project. *(Whenever applicable, outcome based evaluation [OBE] is preferred. See LSTA Guidelines, Appendices, "Evaluation Methods."*
VI.   **Budget.** Indicate LSTA Grant Funds requested for the project and any other funds (State Aid, local or other fund sources) to be used as the cash and or in-kind match [i.e., value of goods and or services provided by the applicant]. *(The match must be at least 34%.)*

Part II: Detailed Project Narrative

The following must be included in the narrative of each application. The State Library may request additional information and supportive documentation as necessary. See LSTA Guidelines for additional assistance.

1. **Sub-Grant Project Title.** Indicate the title you have given to your project.
2. **State Goals.** Your project should relate to one or more of the goals the State Library has included as part of its Five-Year Plan. Select the one that best characterizes your project and document your project's relationship to that goal.
3. **LSTA Purpose.** The LSTA sets forth six purposes for which State Library Agencies can use State-based LSTA funds. Select the one purpose that best characterizes the project. Document your project's relationship to that purpose.
4. **Project Purpose, Service Need and Description of Target Group.** Describe the need for the project. DO NOT cite inadequate local financial resources—this is a given. Focus instead on the target group, their needs, and resources, services and/or programs that the project will deliver to meet those needs. The project purpose should answer the questions: what we do, for whom, and for what expected outcome or benefit. Estimate the anticipated number of people that may potentially use and benefit from the project. If the project is designed to serve specific populations, such as children, elderly, people with disabilities, limited English-speaking, and the like, the estimate should be based upon that particular group's percentage of the total library service population. **DO NOT use the total estimated population of a service area and DO NOT cite the entire population of a county, town, or state.** Calculate the estimated percentage/likely number of people to be impacted by your project.
5. **Goal(s), Service Objective(s), Activities and Methods.** Describe how the project is to be carried out. Identify each activity in relationship to its objective and describe the methods that will be used to carry out those activities. Quantitative objectives are preferred, but qualitative objectives may be utilized. For example: How many workshops are to be conducted? How is the service to be promoted? Also, describe available resources, including library materials, equipment, facilities and staff and others involved in the implementation and administration of

the project. Include a timeline for critical events and specify their relationship to the project. **A sub-grant project activity timeline must coincide with the federal two-year grant cycle period, and should conclude with the actual end of the federal LSTA grant cycle.** For FFY 06 funds, the grant cycle ends September 30, 2007. *(See Grant Cycle Calendar)*

6. <u>Partnerships</u>. Applicants are encouraged to develop partnerships to the fullest extent possible, i.e., collaboration between a library and one or more external departments, agencies, or organizations for the mutual benefit of all the participants. Describe the procedures that will be used to involve library users, potential users and other collaborative partners (e.g., local community groups, local school districts, other county agencies, etc.) in your LSTA-funded project. **If partnership development is not appropriate for your project, include a brief statement that explains why.**

7. <u>Budget documentation and justification.</u>   The budget must reflect the total cost (sum resulting from the addition of the requested LSTA funds, the cash and the in-kind matches) of the project and must include funds from all sources. **Specify exact amounts for cash vs. in-kind.** Provide a detailed listing of personnel, library materials, equipment and any and all other anticipated project expenditures by source of funds. All requests for funding for equipment must include the name of the item, the number of items to be purchased, the estimated per unit cost of each item and the total cost. **Items of equipment costing $5,000 or greater with more than one year of usable life may be purchased with grant funds only upon approval by IMLS and the South Carolina State Library.**

8. <u>Marketing Plan</u>. Describe the specifics for promoting use and awareness of services to be provided by the LSTA funded project. Incorporate critical marketing activities into your overall project timeline. **Sub-grantees are required to actively publicize LSTA funded projects and must credit the South Carolina State Library and the Institute of Museum and Library Services in all related publications and activities held in conjunction with the use of sub-grant funds**. (*See LSTA Guidelines Appendices, "Publicizing Your LSTA Sub-Grant Award" for suggested IMLS wording.)*

9. <u>Evaluation Plan</u>. Describe the methodology/evaluation process or processes that will be used to document the degree to which the LSTA project has met its goals and objectives, in terms of creating benefits for the target group. Include a description of the ways outcomes are to be gathered, such as through a survey, pre- and post-tests given in training, or other systematic measures of intended outcomes. Include methodology for obtaining statistical data or outputs (measures of the volume of a program's activity: products created or delivered, people served, activities and services carried out). Outputs are almost always numbers.

   Outcome based evaluation (OBE) is the preferred evaluation method. If OBE is not appropriate for your project, include a brief statement that explains why.

   The OBE evaluation process documents success in terms of the benefits created for individuals (change in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about in part by experiencing the project). Outcomes are the "people" or what happened because of the outputs.

10. <u>Continuation of successful projects</u>. Describe plans for continuation of successful projects once sub-grant funds are no longer available. Include anticipated future operating costs and any anticipated future need for LSTA funding.

NOTE: Funds cannot be obligated or expended until an applicant is officially notified of a sub-grant award.

Send Completed LSTA Sub-Grant Project Application Packets to
Guynell Williams, LSTA Coordinator
South Carolina State Library
P.O. Box 11469
Columbia SC 29211